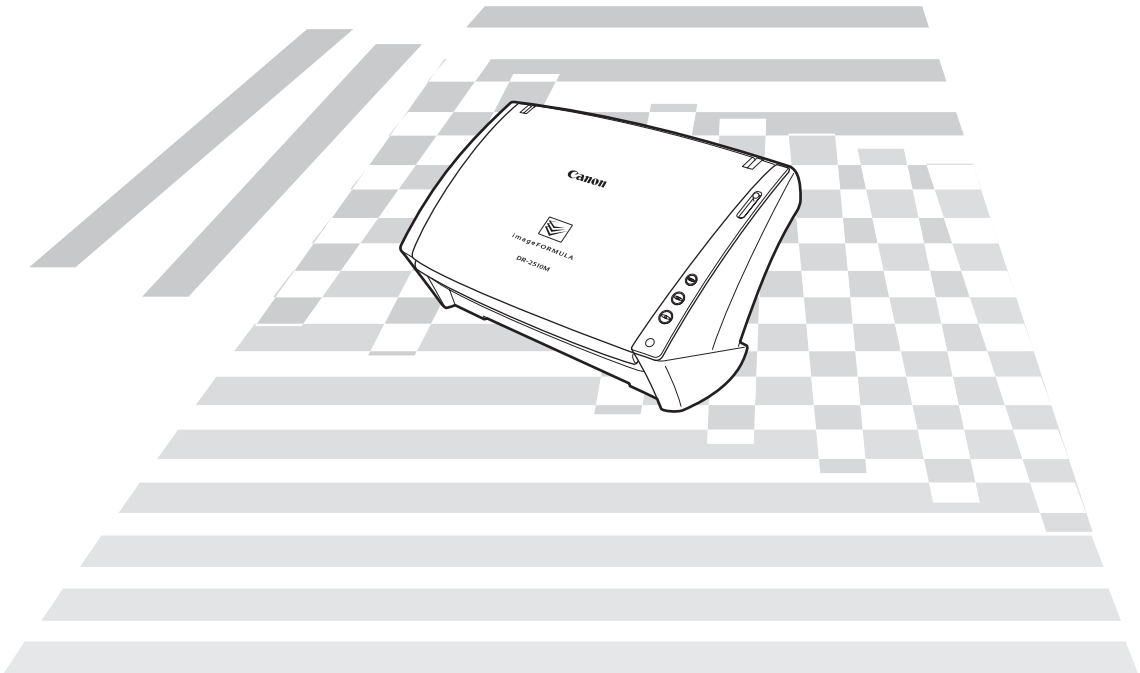
Canon

imageFORMULA

DR-2010M
DR-2510M

Reference Guide (Mac OS X)



- Please read this manual before operating this scanner.
- After you finish reading this manual, store it in a safe place for future reference.

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Setup Guide

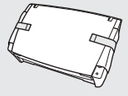
Please read first.

Although this manual uses the DR-2510M in the descriptions, DR-2010M operations are identical. If you are using the DR-2010M, please read "DR-2010M" in place of "DR-2510M."

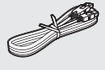
STEP 1 Checking the Accessories

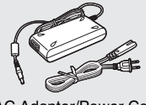
If any of the items listed below are missing or damaged, contact your local authorized Canon dealer or service representative.

- Items included in this manual are subject to change without notice.
- You must keep the machine's packaging and packing materials for storing or transporting the machine.


DR-2010M/DR-2510M

Feed Roller


USB Cable Type A/Type B
(Length: 1.8 m)


AC Adapter/Power Cord
(Connected length: 2.6 m)

Reference Guide
(this document)

Registration Card
(U.S.A and Canada only)

Warranty Card
(U.S.A and Canada only)

Setup Disc

Third-Party Software

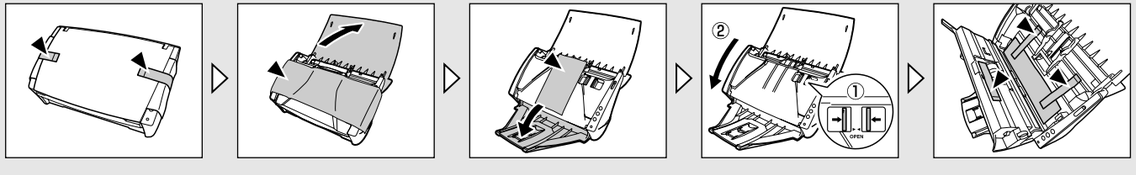
The following software is included on the supplied Setup disc.

● **Presto! BizCard**
Business card management software from NewSoft Technology Corp.
Run the following installer from the Setup disc to install.
➜ BizCard/BCRInstaller

● **Presto! PageManager**
Photo and document management software from NewSoft Technology Corp.
Run the following installer from the Setup disc to install.
➜ PageManager/PM8Installer

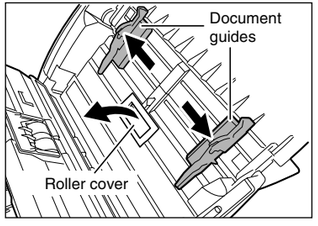
* Presto! BizCard is a registered trademark of NewSoft Technology Corp.

Remove the scanner from the box, and remove the orange tape and protective sheets (▼) from the scanner.

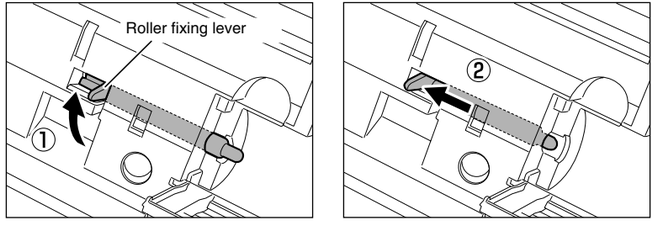


STEP 2 Installing the Feed Roller

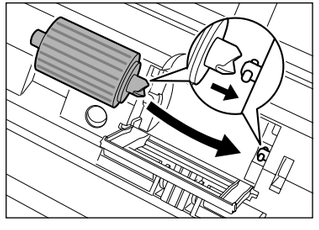
1 **Slide the document guides to the left and right, and open the roller cover.**



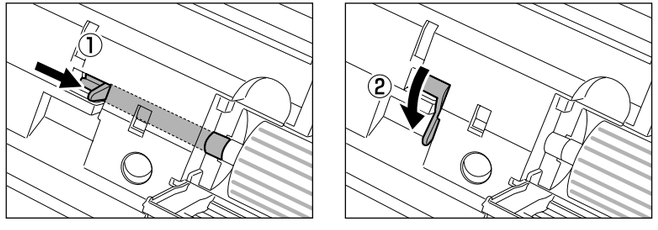
2 **Lift the roller fixing lever ①, and slide it to the left ②.**



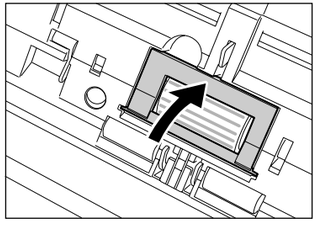
3 **Insert the feeding roller and align the notch on the roller with the shaft on the unit.**



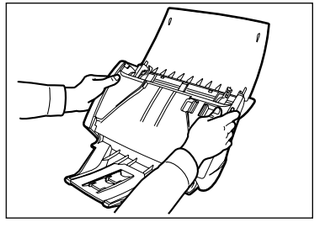
4 **Slide the roller fixing lever to the right and insert it into the hole on the left of the feeding roller ①. Lower the roller fixing lever to secure the shaft of the feeding roller ②.**



5 **Close the roller cover. It is properly closed when you hear a click.**



6 **Gently press on the sides of the front unit to close it. It is properly closed when you hear a click.**



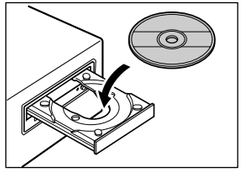
☞ Continued on back side

STEP 3 Installing the Software

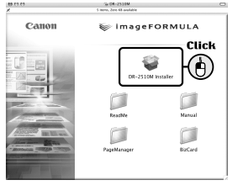
Before Installation

- Do not connect the scanner to the computer before installing the software.
- Close all other applications before installing the software.
- When using CaptureOnTouch with a Windows driver, refer to the Reference Guide (Windows) and User Manual that are stored on the Setup disc as PDF files.

1 **Insert the Setup Disc into the computer's CD-ROM drive.**

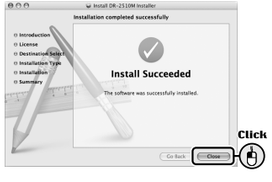


2 **Click [DR-2510M Installer].**

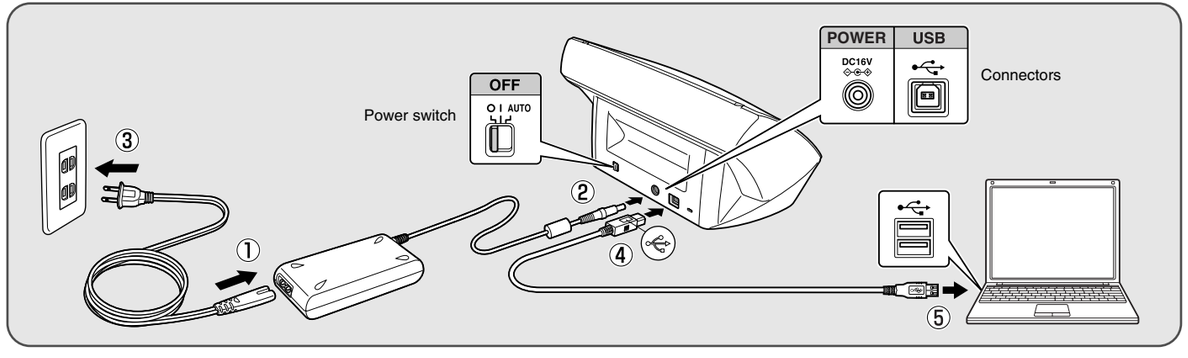


3 **Follow the instructions on the screen to complete installation.**

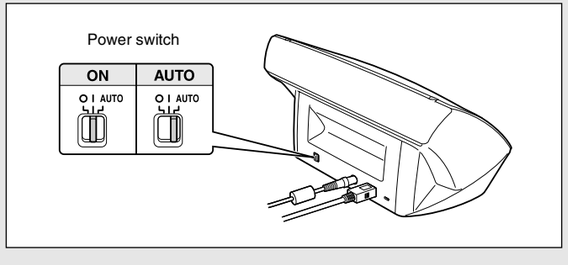
4 **Click [Close] when installation is complete.**



STEP 4 Connecting to a Computer



STEP 5 Turning the Scanner ON



Set the scanner's power switch to "I" (ON) or "AUTO".

ON: The scanner is always turned ON.

AUTO: The scanner turns ON/OFF when the computer turns ON/OFF.

The power indicator lights green when the power is ON.

This completes setup.

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Introduction

Thank you for purchasing the Canon DR-2010M/DR-2510M Document Scanner. Please read this manual thoroughly before using the scanner to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.

CAUTION

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.

IMPORTANT

Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.

Hint

Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

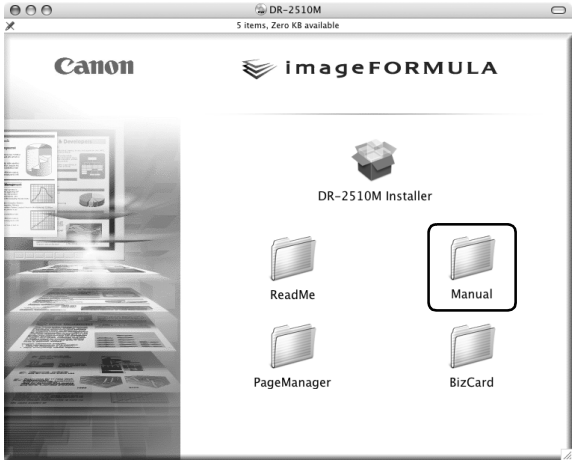
Manuals for the Scanner

Documentation for this scanner consists of the following manuals. Please read these manuals thoroughly before using the scanner to familiarize yourself with its capabilities and make the most of its many functions.

- **Reference Guide (Mac OS X) (this manual)**
  This describes setup procedures and basic operations for the scanner.
- **User Manual (electronic manual)**
  This provides complete and comprehensive information about the scanner.

Hint

Electronic manuals are stored as PDF (Portable Documents Format) files in the [Manual] folder of the Setup disc.



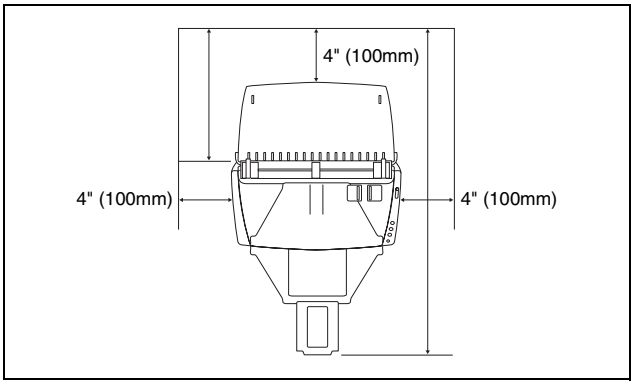
Important Safety Instructions

To ensure the safe operation of this scanner, be sure to read the safety warnings and precautions described below.

Installation Location

The performance of this scanner is affected by the environment in which it is installed. Make sure that the location where the scanner is installed meets the following environmental requirements.

- Provide adequate space around the scanner for operation, maintenance, and ventilation.



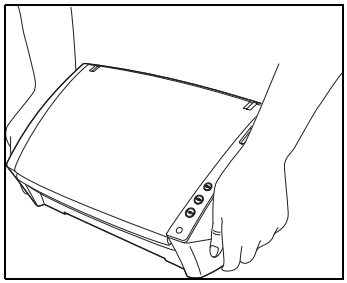
- Provide adequate space in front of the scanner for documents output after being scanned.
- Avoid installing the machine in direct sunlight. If this is unavoidable, use curtains to shade the scanner.
- Avoid locations where a considerable amount of dust accumulates.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier.
- Avoid locations where ammonia gas is emitted.
- Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.
- Avoid locations that are subject to vibration.
- Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality.
- The following conditions are recommended for optimal scanning quality:
  Room temperature: 10 °C to 32.5 °C (50 °F to 90.5 °F)
  Humidity: 20% to 80% RH
- Avoid installing the scanner near equipment that generates a magnetic field (e.g. speakers, televisions, or radios.)

AC Adapter

- Connect only to a power outlet of the rated voltage and power supply frequency (120 V, 60 Hz or 220-240 V, 50/60 Hz depending on your region).
- Do not connect other electrical equipment to the same power outlet to which the scanner is connected. Also, when using an extension cord, make sure that the extension cord is rated for the current requirements of the scanner.
- Never disassemble or modify the AC adapter, as it is dangerous.
- The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord and AC adapter can lead to an accident, such as a fire or electrical shock.
- Do not use the power cord while it is coiled.
- Do not pull directly on the power cord. When disconnecting the power cord, grasp the plug and remove it from the outlet.
- Keep the area around the power cord clear of objects so that the power cord can be disconnected easily in an emergency.
- Do not use an AC adapter other than the one provided with the scanner. Do not use the AC adapter provided with the scanner with other products.
- If you have any questions regarding the power supply, contact your local authorized Canon dealer or service representative for further information.

Moving the Scanner

- When moving the scanner, always hold it with both hands to avoid dropping it. The scanner weighs approximately 5.3 lb (2.4 kg).
- Make sure to disconnect the interface cable and AC adapter before moving the scanner. If the scanner is transported with these items connected, the plugs and connectors may be damaged.



Handling

⚠ WARNING

Note the following precautions whenever using the scanner. Failure to do so may result in a fire or electric shock.

- Never use alcohol, benzene, paint thinner, aerosol sprays, or any other highly flammable substance near the scanner.
- Do not cut, damage, or modify the power cord. Do not place heavy objects on the power cord, and do not pull or excessively bend the power cord.
- Never connect the power cord when your hands are wet.
- Do not connect the scanner to a multi plug power strip.
- Do not knot or coil the power cord as this may result in a fire or electric shock. When connecting the power cord, make sure that the power plug is securely and completely inserted into the power outlet.
- Do not use a power cord or AC adapter other than the ones provided with this scanner.
- Do not take the scanner apart or modify it.
- Never try to take the AC adapter apart or modify it in any way, as this is dangerous.
- When cleaning the scanner, turn the power switch OFF and disconnect the power cord from the power supply.
- Clean the scanner using a slightly dampened cloth which has been well wrung out. Never use alcohol, benzene, paint thinner, or any other flammable substances.
- If the scanner makes strange noises, or gives off smoke, heat, or strange odors, or the scanner does not function or other abnormalities occur when you use the machine, immediately turn the power switch OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative for further information.
- Do not drop the scanner, or subject it to impact or strong shock. Should the scanner ever become damaged, immediately turn the power switch OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Before moving the scanner, be sure to turn the power switch OFF, and disconnect the power plug from the power outlet.

⚠ CAUTION

- Do not install the scanner on a surface that is unstable or tilted, or in an area subject to excessive vibrations, as this may cause the scanner to fall, resulting in personal injury or damage to the scanner.
- Never place small metal objects such as staples, paper clips, or jewelry on the scanner. These items may fall into the scanner, and cause a fire or electric shock. Should such objects ever fall inside the scanner, immediately turn the power switch OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not install the scanner in a humid or dusty location. Doing so might cause a fire or electric shock.
- Do not place objects on top of the scanner. Such objects may tip or fall over, resulting in personal injury.
- Connect only to a power outlet of the rated voltage and power supply frequency (120 V, 60 Hz or 220-240 V, 50/60 Hz depending on your region).
- When unplugging the power cord, grasp it firmly by its plug. Do not pull directly on the power cord, as this may damage or expose the cord's internal wiring, resulting in a fire or electric shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.

- Do not allow water or flammable substances (alcohol, paint thinner, benzene, etc.) to spill into the scanner, as this may result in a fire or electric shock.
- Turn OFF the power switch for safety when not using the scanner for a long period of time, such as overnight. Also, turn OFF the power switch, and disconnect the power cord from the power outlet for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.
- Do not wear loose clothing or jewelry that may get caught in the scanner while you are using it. This may result in personal injury. Be extra careful of neckties and long hair. If anything becomes caught in the scanner, immediately disconnect the power cord to stop the scanner.
- Be careful when loading paper into the scanner and when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

Disposal

When disposing of this scanner, be sure to follow all local ordinances and laws or consult with the retailer who sold you the scanner.

When sending the scanner for repairs

When a request is made for repairs, the scanner needs to be sent to the specified address. When sending the scanner, use the packing box in which it came. Firmly secure the scanner with packaging material when you place it in the packing box.

Features of the DR-2010M/DR-2510M Document Scanner

The main features of the DR-2010M/DR-2510M document scanner are described below.

- **Compact Size**
  The dimensions of the scanner are as follows: 11.7" (298 mm)(W) x 9.8" (245 mm)(H) x 19.5" (490 mm)(D) (with the feed tray and eject tray open).
  (The size of the scanner with the feed tray and eject tray closed is 11.7" (298 mm)(W) x 6.3" (160 mm)(H) x 6.3" (160 mm)(D)).
- **Fast Document Feeding**
  The DR-2510M can scan a maximum of 25 documents per minute, and the DR-2010M can scan a maximum of 20 documents per minute in a range of sizes from business card to LTR/A4 size.
  • Scanning conditions: Black and white/color, LTR/A4 portrait orientation one-sided/two-sided, 200 dpi
- **High Image Quality**
  The 600 dpi optical resolution sensor incorporated in the scanner enables documents to be scanned with high image quality.
- **Eject Tray**
  The eject tray enables scanned documents to be stacked. Open the eject tray when scanning documents that are not output smoothly. Scanned documents can be output without opening the eject tray.
- **USB Link Switch**
  The power of the scanner can be linked to be automatically turned ON/OFF in accordance with the power of the computer.
- **USB 2.0 Interface**
  The scanner supports Hi-Speed USB 2.0.
- **Color/Grayscale Support**
  Documents can be scanned in 24-bit color or 256-level grayscale.
- **Supports a Variety of Scanning Modes**
  The scanner supports the following scanning modes, depending on the document type.
  • Simplex and Duplex scanning (with Skip Blank Page function)
  • Continuous or single-page feeding
- **Card Scan**
  You can scan business or ID cards.
- **Paper Size Detection**
  The scanner automatically detects the size of a scanned document and eliminates any unnecessary space around the edges of the image when storing the image, even when storing a document of irregular size.
- **Auto Color Detection**
  The scanner detects whether the scanned document is in color or black and white, and saves the image accordingly.
- **Folio Scan**
  You can scan folded documents. The scanner will scan both sides and combine the scanned images into a single image.
- **Deskew**
  The scanner straightens scanned images when it detects that the document was placed askew.
- **Ultrasonic Double Feed Detection (for the DR-2510M only)**
  Ultrasonic waves are used to detect pages that are fed at the same time as well as the space between pages. Scanning stops if a double feed is detected.
- **Text Enhancement Modes**
  The scanner is equipped with the Advanced Text Enhancement II mode, for enhancing the text when both the text and background are light.
  * These modes may not work, depending on the type of document.
- **Color Drop-out**
  The scanner is equipped with a Color Drop-out function that enables you to specify a color for the scanner to omit from the scanned image.
- **Skip Blank Page Function**
  The scanner is equipped with a Skip Blank Page function that enables you to scan a document without storing images of blank pages, regardless of whether each page of the document is two-sided or one-sided. During duplex scanning, page images are not saved for sides detected to be blank.
- **Prescan Function**
  The scanner is equipped with a Prescan function that allows you to adjust the contrast and brightness of a prescanned image and then send the adjusted image to the application software, without needing to scan the document again.
- **Job Function**
  The scanner includes three job buttons for automatically scanning and performing operations (up to ten operations, such as saving, printing, or mailing, can be registered) on the scanned image.
- **Scan First**
  Press the Job 1 button to start CaptureOnTouch, which provides simple scanning by following on-screen instructions.

- **Auto Start**
  The scanner is equipped with an auto start function, which enables scanning to be automatically started when a document placed in the feeder is detected.
- **Sleep Mode**
  The scanner is designed to save energy by entering the sleep mode when it is not scanning documents.

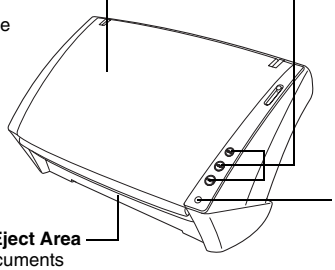
Hint

Some functions may not be available depending on the software you are using.

Names and Functions of Parts

This section describes the name and function of each part. Make sure to read this section and familiarize yourself with the parts of the scanner before using the scanner.

■ Front View/Right-Side View



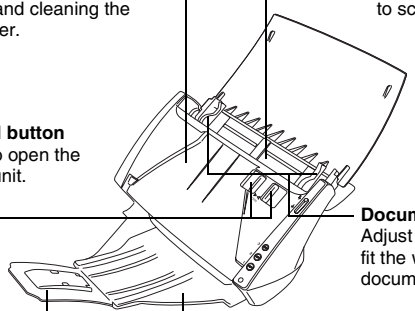
Document Feed Tray
Open to place documents.

Job Buttons
These buttons can perform user-specified functions assigned with the CaptureOnTouch.

Power Indicator
This indicator lights green when the scanner is turned ON.

Document Eject Area
Scanned documents are output here.

■ Front View (With the Document Feed Tray and Eject Tray Open)



Front Unit
Open when clearing paper jams and cleaning the scanner.

Document Feeder
Place the document to scan here.

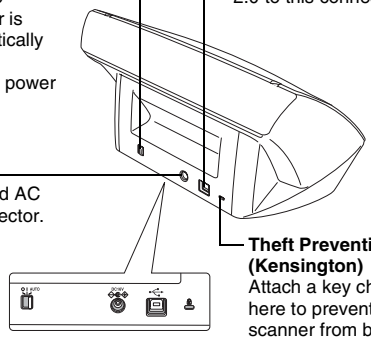
OPEN button
Use to open the front unit.

Document Guides
Adjust these guides to fit the width of the document.

Document Eject Tray
Open this tray when you want to stack output documents.

Extension Tray
Pull this tray out if the document hangs over the edge of the document eject tray.

■ Back View



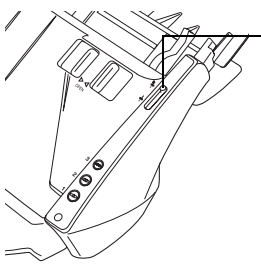
Power Switch
This switch is used to turn the scanner ON and OFF. If you set the switch to [AUTO], the scanner is linked to be automatically turned ON/OFF in accordance with the power of the computer.

USB Connector
Connect a USB cable that supports Hi-Speed USB 2.0 to this connector.

Power Connector
Connect the supplied AC adapter to this connector.

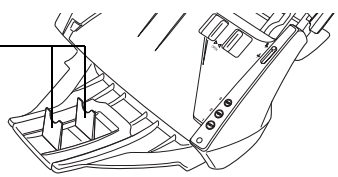
Theft Prevention Hole (Kensington)
Attach a key chain, etc. here to prevent the scanner from being stolen.

■ Feed Selection Lever



Feed Selection Lever
Use this lever to change the way documents are fed. Push it up to feed documents one at a time (page separation mode). Push it down to feed documents that are fastened together, such as invoices, without separating them (bypass mode).

■ Paper Eject Stopper



Paper Eject Stopper
Use the paper eject stopper that corresponds to the length of the documents you want to scan.

Documents

The scanner can scan documents ranging in size from business cards and checks to LTR/A4. The document sizes that this scanner can scan are shown below.

Plain Paper

Size
Width: 1.97" to 8.5" (50 mm to 216 mm)
Length: 2.12" to 14.02" (53.9 mm to 356mm)*
Paper weight: (Page separation mode)
14 to 32 lb bond (52 to 128 g/m^2) 0.0024" to 0.0059" (0.06 mm to 0.15 mm)
Paper weight: (Bypass mode)
11 to 42 lb bond (40 to 157 g/m^2) 0.002" to 0.0079" (0.05 mm to 0.20 mm)

* You can scan documents up to 39.2" (1000 mm) long by setting the scanner to the Long Document mode. (See "Setting the Long Document Mode" on page 24.)

IMPORTANT

A document must meet the following criteria to be scannable:

- When scanning multiple documents of different sizes, place the documents so that they cover the entire span of the feed rollers.
- It is recommended that documents exceeding LTR, 11.69" (A4, 297 mm) size are fed one sheet at a time.
- Scanning documents before the ink is dry can cause problems with the scanner. Always make sure that the ink on a document is dry before scanning it.
- Scanning documents that are written in pencil or similar material may make the rollers and scanning glass dirty, which can lead to smudges on the scanned image and transfer the dirt to subsequent documents. Always clean the internal parts of the scanner after scanning such documents.
- When scanning a two-sided document that is printed on thin paper, the image on the opposite side of each page may show through. In this case, adjust the scanning intensity in the application software before scanning the document.
- It is recommended that thin documents are fed one sheet at a time.
- Scanning the following types of documents can cause a paper jam or malfunction. To scan such a document, make a photocopy of the document and then scan the photocopy.

Wrinkled or creased documents

Curled documents

Torn documents

Documents with paper clips or staples

Carbon paper

Coated paper

Extremely thin, translucent paper

Business Card

Size: 1.97" x 2.12" (50 mm x 53.9 mm) or larger
Paper weight: 140 lb bond (300g/m^2) 0.0138" (0.35 mm) or less

IMPORTANT

If a stack of business cards cannot be fed properly, reduce the number of cards in the stack.

Card

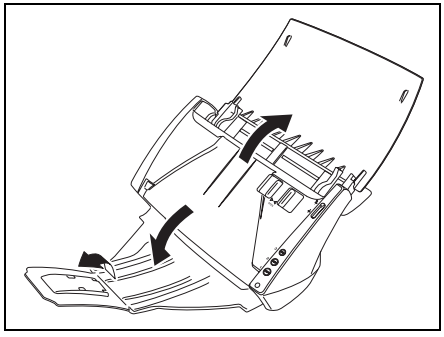
Size: 2.12" x 3.37" (53.9 mm x 85.5 mm) (ISO/JIS standard)
Card thickness: 0.03" (0.76 mm) or less
Orientation: Horizontal feeding only
Embossed cards can be scanned.

CAUTION

- If you place cards to be fed vertically, they may not be ejected properly, and cards that get jammed may be damaged when you remove them. Take care of the orientation when placing cards.
- Embossed cards may not be able to be scanned correctly, depending on the type of embossment.

Placing Documents

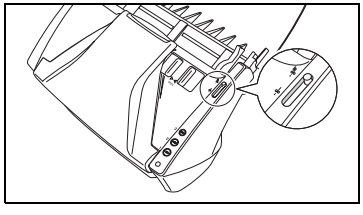
1 Open the document feed tray.



- Open the document eject tray when you want to stack output documents. You can also perform scanning without opening the tray.
- If the document hangs over the edge of the eject tray, open the extension tray (See p.6) or use the eject stopper (See p.6) that corresponds with the length of the document.

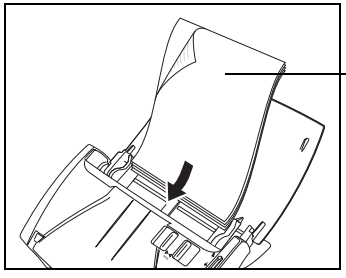
2 Set the feed selection lever.

For normal documents, set the feed selection lever to ⇓ (Page Separation). Multi-page documents will be fed one page at a time.

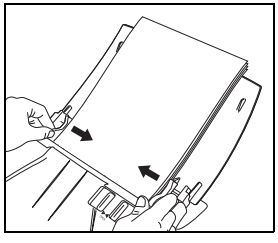


3 Place the document.

Insert the document into the feeder with the reverse side facing you, and the top of the document facing down. Shift the pages of a document stack slightly, so that the leading edge of the first page enters the scanner first.



Slide the document guides to match the sides of inserted document.



IMPORTANT

Do not stack documents higher than the load limit mark (▼) on the document guides. You can stack approximately 50 sheets of 20 lb bond (80 g/m^2) paper.

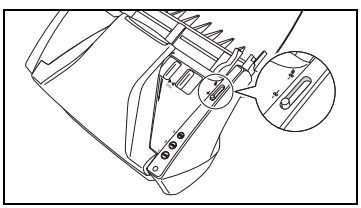
For details on scanning the document, see page 12 and beyond.

IMPORTANT

- Before you place a document, check to make sure it does not contain paper clips, staples, or other small metal objects. These items may cause a fire or electrical shock, damage the document, or cause a paper jam or scanner malfunction.
- Do not wear loose clothing or jewelry that may get caught in the scanner while you are using it. This may result in personal injury. Be extra careful of neckties and long hair. If anything gets caught in the scanner, immediately turn OFF the power switch, and disconnect the power cord from the power outlet to stop scanning.
- Always smooth out any folds or curls in your documents before placing them into the feeder. If the leading edge of a document is curled, it may cause a paper jam.
- If feeding stops due to a system error or paper jam while the scanner is scanning, resolve the problem, make sure that the scanned image of the last page that was successfully fed has been stored, and then resume scanning the remaining document pages.
- After you finish scanning, close the document feed tray and the document eject tray to prevent damage to the scanner while it is not being used.

Placing Documents in Bypass Mode

When placing documents one sheet at a time or when placing documents consisting of multiple pages that are attached (e.g. invoices), set the feed selection lever to ⏚ (Bypass). Documents will be fed without page separation, regardless of whether there are multiple pages.



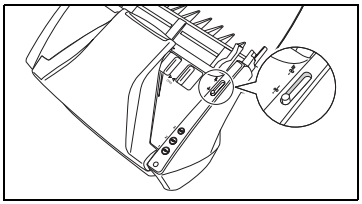
IMPORTANT

When scanning invoices or other multi-page documents that are fastened together, place the documents so that the edge that is fastened together is facing down.

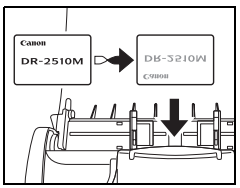
Placing Cards

When placing cards that are thicker than standard documents, be sure to perform the following.

- Set the feed selection lever to ⏚ (Bypass).

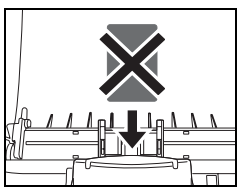


- Place the card horizontally, with the reverse side facing you, and the top of the card facing down. Up to three cards can be fed at one time.



IMPORTANT

Always place cards horizontally. Placing a card vertically may wear the card or result in feeding errors. In addition, cards that get jammed may be damaged when you remove them.



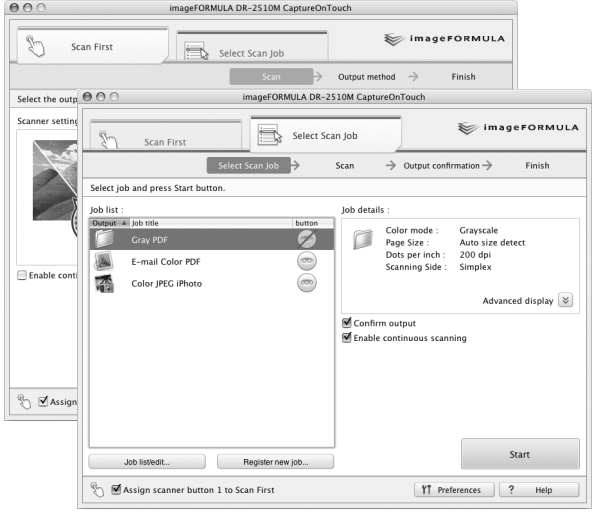
Supplied Software

Use the following software supplied with the scanner to scan documents. Select which software to use based on your intended purpose.

CaptureOnTouch

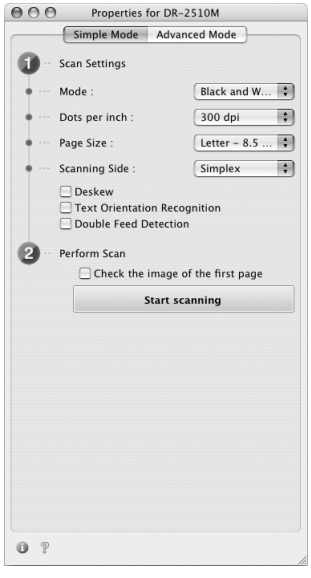
This scanning application, designed specifically for use with this scanner, allows you to scan using easy-to-follow on-screen instructions.

For details on operation, see page 13.



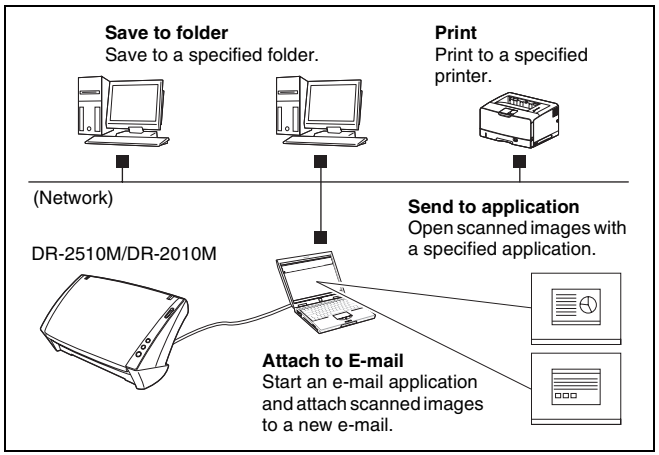
Scanner Driver

When you install the supplied software using the Setup disc, the scanner driver is installed with CaptureOnTouch. The driver can be opened from TWAIN-compatible applications (e.g. the Mac OS X standard application, Image Capture) for use in scanning operations. For details on the scanner driver, see the *User Manual (electronic manual)*.



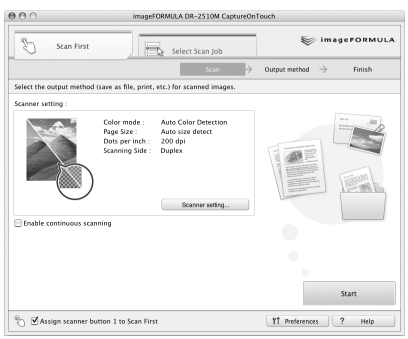
What is CaptureOnTouch?

CaptureOnTouch is a scanning application that allows you to scan documents using easy-to-follow on-screen instructions.


Save to folder
Save to a specified folder.
Print
Print to a specified printer.
(Network)
DR-2510M/DR-2010M
Send to application
Open scanned images with a specified application.
Attach to E-mail
Start an e-mail application and attach scanned images to a new e-mail.

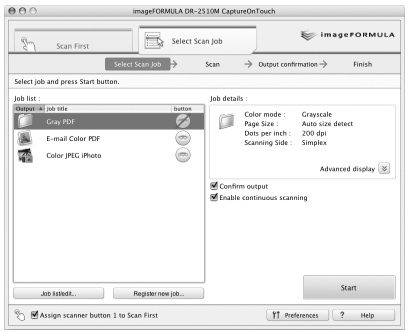
CaptureOnTouch provides multiple scanning methods for you to select based on your intended purpose.

Scan First



This method allows you to select an output method after a document is scanned, and then configure the necessary settings.

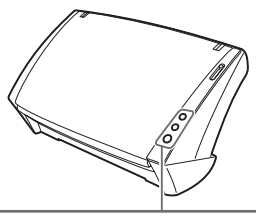
Select Scan Job



This method allows you to register scanning conditions and output methods as jobs, and then select a job that matches your intended purpose to begin scanning. This is useful for repeating specific scanning operations multiple times.

Scanning with the Job Buttons

[Scan First] and [Select Scan Job] are pre-assigned to the three job buttons on the scanner, and you can start scanning by pressing one of these buttons after loading your document.



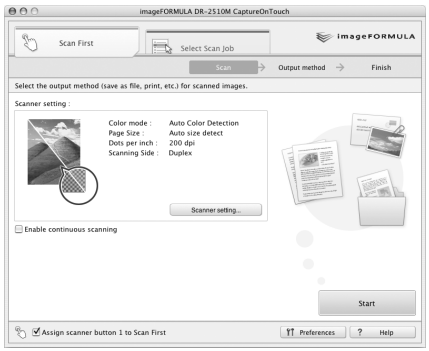
Job button

	Select Scan Job (Color JPEG iPhoto)
	Select Scan Job (E-mail Color PDF)
	Scan First

Starting CaptureOnTouch

CaptureOnTouch resides on your system when you start up your computer, and a CaptureOnTouch icon appears on the menu bar (default).

When you double-click (CaptureOnTouch), CaptureOnTouch starts and the main screen appears.

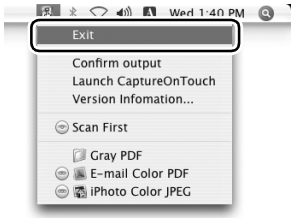


Hint

You can also start CaptureOnTouch from the Finder. Click the hard disk icon (e.g. [Macintosh HD]), the [Applications] folder, [Canon DR-2510M], and then the [CaptureOnTouch DR-2510M] icon.

Quitting CaptureOnTouch

Click (CaptureOnTouch) of the menu bar, and click [Exit] in the menu.



The application no longer resides on the system, and the menu icon disappears.

Hint

If you end CaptureOnTouch, scanning cannot be started by pressing a job button (See p. 18 and p. 22). In such a case, start CaptureOnTouch again.

Restarting CaptureOnTouch

Press any job button on the scanner to restart CaptureOnTouch. CaptureOnTouch starts and the main screen appears.

Hint

- CaptureOnTouch resides on the system when it starts, and the CaptureOnTouch icon appears on the taskbar.
- You can also restart from the Finder. Click the hard disk icon (e.g. [Macintosh HD]), the [Applications] folder, [Canon DR-2510M], and then the [CaptureOnTouch DR-2510M] icon.

Scan First

Operation Flow

Scan document

▼

Select output method

▼

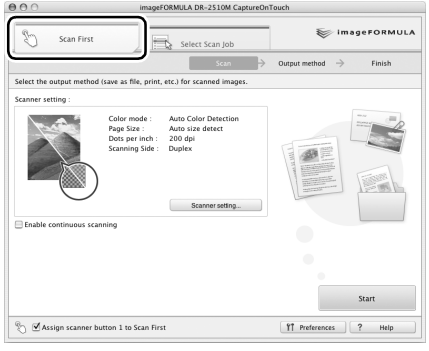
Configure output settings

▼

Output scanned images

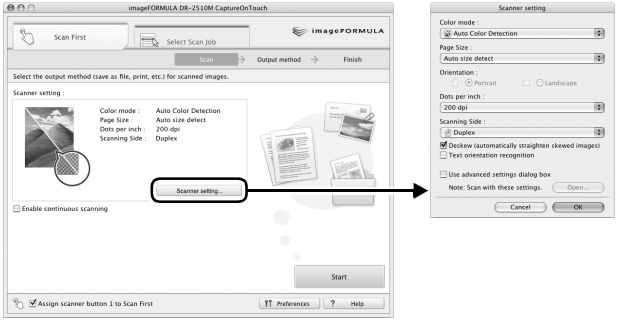
1 Place the document in the scanner (See p. 10).

2 Click the [Scan First] tab.



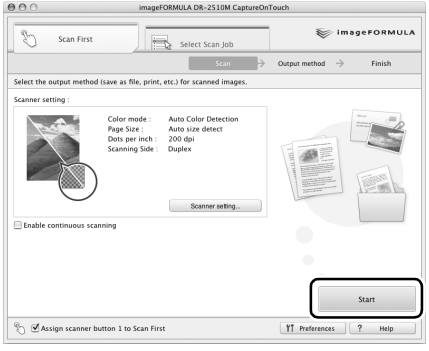
The main screen for [Scan First] appears.

3 Click [Scanner setting] to display the [Scanner setting] dialog box, and configure the scanner settings.



For details on scanner setting items, refer to the Help.
When you are finished configuring, click the [OK] button to close the [Scanner setting] dialog box.

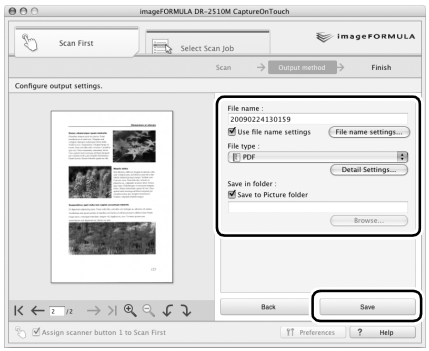
4 Click the [Start] button.



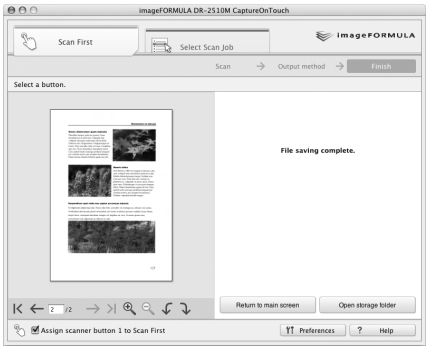
The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.
When scanning is finished, the [Output method] screen appears in the main window.

5 Specify the output method.

6 Configure settings for the output method, and click the output button to output the scanned images.



The name of the output button differs depending on the selected output method. If you select [Save to folder] for the output method, for example, the output button appears as [Save].
The completion screen appears after the scanned images are output. This completes [Scan First] scanning.



Hint

- Click [Return to main screen] to return to the main screen of [Scan First].
- If [Save to folder] is selected for the output method and you click [Open storage folder], the folder in which the scanned image files are stored will open.

Continuous Scanning

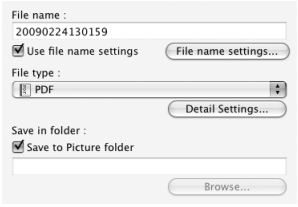
When you want to scan multiple documents as a single scanned image, or when you want to scan a multi-page document in sections, select the [Enable continuous scanning] check box in the main screen. (You can do this in [Scan First] and [Select Scan Job].)
In such cases, a confirmation screen to continue appears after the documents placed in the scanner are scanned. Perform one of the following.

- If you want to continue scanning another document, place the document in the scanner and click the [Continue scanning] button.
- If you are finished scanning documents, click the [Continue to next step] button.

Output Method Settings

CaptureOnTouch provides four output methods for processing scanned images. The output settings that appear differ depending on the output method selected.

[Save to folder]

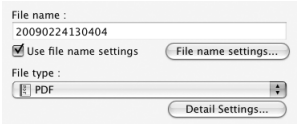


Save scanned images to a specified folder. When this method is selected, you must configure settings for the image file to be saved.

[Print]

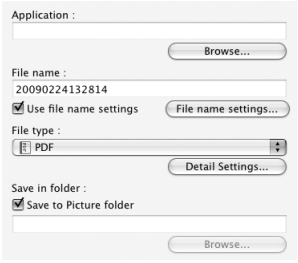
Print scanned images to a specified printer. When this method is selected, you must specify the printer to which images will be printed.

[Attach to E-mail]



Start an e-mail application and attach scanned images to a new e-mail. When this method is selected, you must configure settings for the image file to be attached.
The supported e-mail applications are Mail (Mac OS X standard application) and Microsoft Entourage 2004 for Mac.

[Send to application]



Open scanned images with a specified application. When this method is selected, you must click the [Browse] button and specify the executable file for an application that can open the image file. In addition, configure settings for the image file to be saved.

Confirming Output

In [Select Scan Job], scanned images are output according to the registered job settings. If [Confirm Output] is selected in the main screen, an output confirmation screen appears after documents are scanned, allowing you to confirm and change output settings for the scanned images.

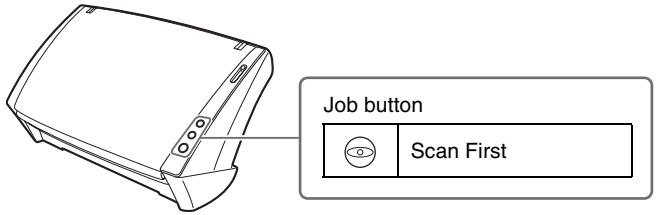
Hint

You can also click the CaptureOnTouch icon in the taskbar, and enable or disable [Confirm Output] from the menu that appears.

Starting [Scan First] with the Job Button

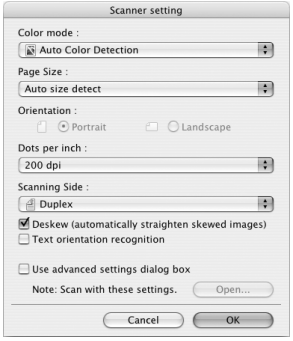
Under default settings, [Scan First] is assigned to the first job button on the scanner.

When you press job button 1 after placing your document in the scanner, CaptureOnTouch starts up and [Scan First] begins. When document scanning is finished, the output method selection screen appears. Perform the procedure from step 5 onward to output the scanned images.



CaptureOnTouch Scanner Settings

CaptureOnTouch provides the following settings for configuring scan conditions.



[Color mode]

Select the mode for scanning documents (auto color detection, color, grayscale, or black and white (binary)).

[Page Size]

Specify the page size of documents.

[Orientation]

Specify the orientation in which documents are fed into the scanner (portrait or landscape).

[Dots per inch]

Specify the scanning resolution.

[Scanning Side]

Specify whether to scan only one side of a document or both sides. If you select [Skip blank page] and a blank page is detected within the document while scanning, the blank page is skipped.

[Deskew]

When a document is scanned at an angle, the slant is detected and straightened in the scanned image.

[Text orientation recognition]

The orientation of text in scanned images is detected, and the images are rotated to match the orientation of the text.

[Use advanced settings dialog box]

Open the TWAIN driver settings screen, and configure advanced scan conditions. For details on the settings in the driver settings screen, refer to the Help. (Click the [Help] button in the settings screen to open the Help.)

IMPORTANT

Certain settings are found in both the TWAIN driver settings screen and the CaptureOnTouch scanner settings. If you clear the [Use advanced settings dialog box] check box after configuring TWAIN driver settings, the CaptureOnTouch scanner settings are enabled.

Select Scan Job

Operation Flow

Register jobs

▼

Select job

▼

Scan document

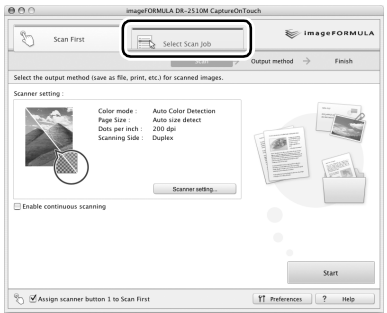
▼

Output scanned images

Registering/Editing Jobs

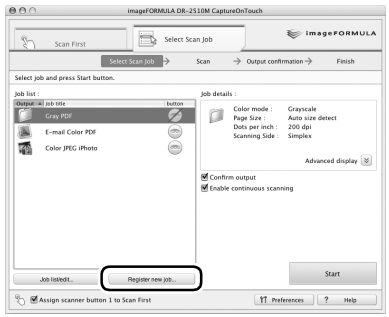
In CaptureOnTouch, you can register up to 10 jobs for use with [Select Scan Job].

1 Click the [Select Scan Job] tab.



The main screen for [Select Scan Job] appears.

2 Click the [Register new job] button.



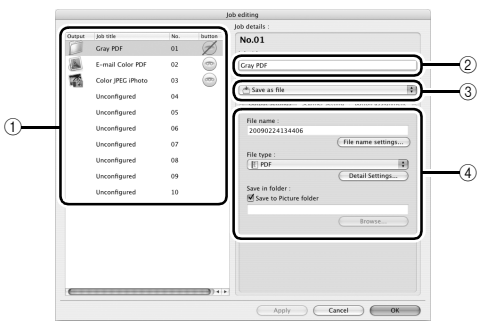
The [Register new job] dialog box appears.

Hint

If you select a registered job and click [Job list/edit], the [Job editing] dialog box appears allowing you to edit the settings of the selected job.

3 Configure the job settings.

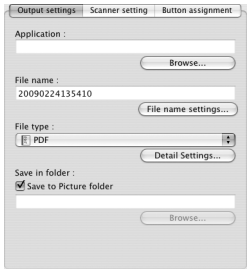
① Select an [Unconfigured] job number from the job list. If you select a job that is already registered, the title bar display changes to [Job editing].
② Enter the job name.
③ Specify the output method.
④ Configure the job settings.



Job settings are configured in the following three tabs.

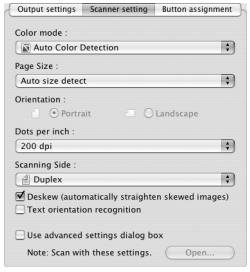
[Output settings] tab

Configure settings for the output method. The items that appear in this tab differ depending on the [Output method] selected.



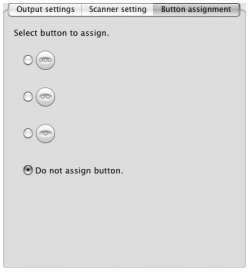
[Scanner setting] tab

Configure scan conditions.

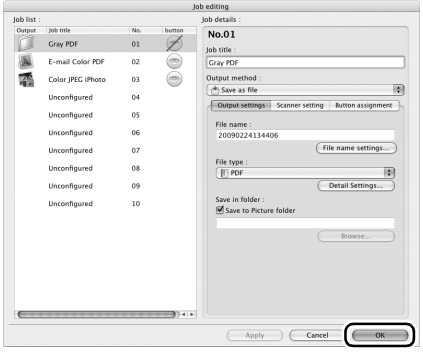


[Button assignment] tab

Configure settings to assign the job to a job button on the scanner. If [Assign scanner button 1 to Scan First] is selected in the main screen, assignment to job button 1 is not available.



4 Click the [OK] button.



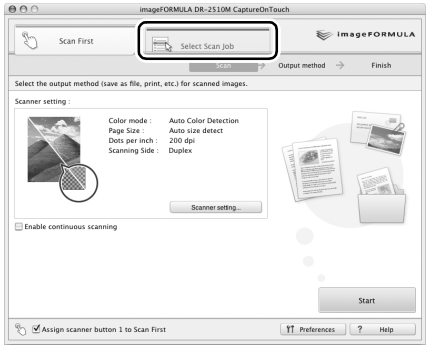
The job is registered according to the configured settings and appears in the job list.

To confirm the settings of a registered job or to change the settings, click the [Job list/edit] button.

Selecting Scan Jobs

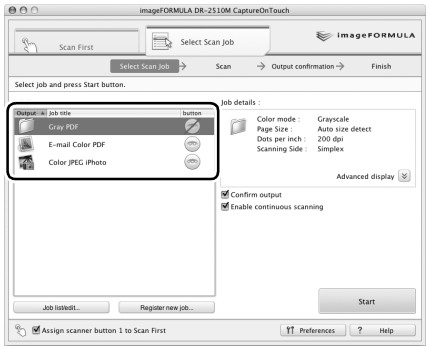
1 Place the document in the scanner (See p. 10).

2 Click the [Select Scan Job] tab.

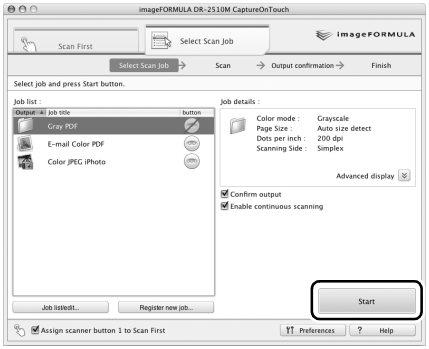


The main screen for [Select Scan Job] appears.

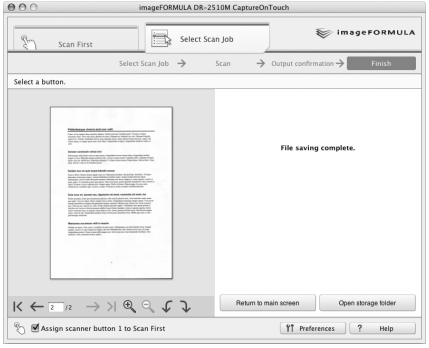
3 Click a job in the [Job list].



4 Click the [Start] button.



The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.
When all the pages of the document are scanned, the scanned images are output according to the registered job settings, and the completion screen appears.

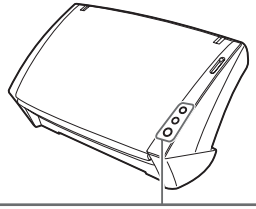


Hint

- Click [Return to main screen] to return to the main screen of [Select Scan Job].
- If [Save to folder] is selected for the output method and you click [Open storage folder], the folder in which the scanned image files are stored will open.

Starting [Select Scan Job] with the Job Buttons

Under default settings, jobs are pre-assigned to the second and third job buttons on the scanner.



Job button

	Select Scan Job (Color JPEG iPhoto)
	Select Scan Job (E-mail Color PDF)

When you press job button 2 or 3 after placing your document in the scanner, CaptureOnTouch starts up and scanning begins according to the assigned job settings.

Hint

If [Select Scan Job] is executed using a job button, CaptureOnTouch closes automatically 5 seconds after output processing is finished.

Note on Pre-Assigned Jobs

The pre-assigned job, [Color JPEG iPhoto] (assigned to job button 3 under default settings), allows you to open scanned images of documents with iPhoto and organize them as if they were photos. If iPhoto is not installed on your computer, an error message appears after the document is scanned. (However, the scanned image is still saved to the location specified for the job in this case.)

Common Problems and Solutions

This section provides recommended solutions to common problems. If you have a problem that is not solved by the following, contact your local authorized Canon dealer.

Problem 1 **The scanner will not turn on.**

Solutions
(1) Confirm that the power switch is set correctly.
(2) Confirm that the AC adapter is plugged firmly into a power outlet.
(3) When the power switch is in the AUTO position, the scanner only turns on when the computer is on.

Problem 2 **The scanner is not recognized.**

Solutions
(1) Confirm that the scanner is properly connected to the computer with a USB cable.
(2) Confirm that the scanner is turned on. See the previous problem (1) if the scanner does not turn on.
(3) The computer's USB interface may not support the scanner. The scanner cannot be guaranteed to work with all USB interfaces.
(4) Confirm that the supplied USB cable is used to connect the scanner to the computer. The scanner cannot be guaranteed to work with all available USB cables.
(5) If the scanner is connected to the computer via a USB hub, try removing the hub and connecting directly to the computer.

Problem 3 **Documents feed askew (scanned images are slanted).**

Solutions
(1) Align the document guides to fit the documents as closely as possible, and load the documents so that they feed straightly.
(2) Enable the [Deskew] scanner driver setting.
(3) If many pages have been scanned since roller cleaning, clean the rollers. If documents still feed askew, roller replacement or other maintenance may be needed. See "Replacing Consumables" on p. 26 for roller replacement procedures.

Problem 4 **Both sides are not scanned even when the Duplex scanner driver setting is enabled.**

Solutions
Before executing a CaptureOnTouch job, ensure that the registered job settings are appropriate for the intended scanning. If [Simplex] is selected on the [Scanner Setting] tab of the [Job Register] dialog box, scanning will always be single-sided (simplex). To perform duplex scanning, either change the job setting or create another job for duplex scanning.

Problem 5 **If white lines or streaks appear in scanned images.**

Solutions
Clean both sides of the scanner glass, and the rollers (both rubber and metal). If a sticky substance such as glue or correction fluid is found, carefully wipe with just enough pressure to clean the area where the lines appear. If the problem cannot be solved by cleaning, the internal glass may be scratched. Contact your local authorized Canon dealer.

Problem 6 **Pages are missing.**

Solutions
When the scanner driver's [Scanning Side] setting is [Skip Blank Page], documents with very little black may be unintentionally skipped. Select another scan mode setting such as [Simplex] or [Duplex], or decrease the [Ratio of black pixels]. If pages are skipped due to the document double feeding, see "Problem 7 Documents jam (or double-feed)".

Problem 7 **Documents jam (or double-feed).**

Solutions
(1) Confirm that the roller is installed in the scanner according to the Setup Guide page insert. The roller is not installed in the scanner when shipped, and proper feeding is not possible until it is installed. If the roller has been installed correctly, clean it if necessary.
(2) Proper scanning may not be possible when document pages stick together due to static electricity. Fan the documents before you load them.
(3) Set the feed selection lever to ⏚ (Bypass), and manually feed the scanner one page at a time.

Problem 8 **Scanned images are saved in TIFF instead of JPEG format.**

Solutions When the scanner driver's [Mode] setting is [Auto Color Detection], documents detected as black and white (binary) are automatically saved as TIFF images, regardless of document settings. This occurs because JPEG format does not support black and white binary format images. If you want to save all images in JPEG format, change the scanning [Mode] to either [Color] or [256-level Gray].

Problem 9 **Each scanned image of a multi-page document is saved as a separate document.**

Solutions With CaptureOnTouch, you can scan multiple pages into one image file when TIFF or PDF file format is selected. To do this, select [File type], click the [Detail Settings] button, and select [Save all pages as one file] in the displayed dialog box.

Problem 10 **Documents feed, but no scanned images are saved.**

Solutions When Panel-Feeding is selected as the feeding method on the scanner driver's setting screen, after a document is fed, scanning does not occur until the scan button is clicked on the scan panel.

Problem 11 **Scanned images of multiple pages cannot be saved in a single JPEG or PICT file.**

Solutions Multiple scanned images cannot be saved in a single JPEG or PICT file. Save the images in either TIFF or PDF format.

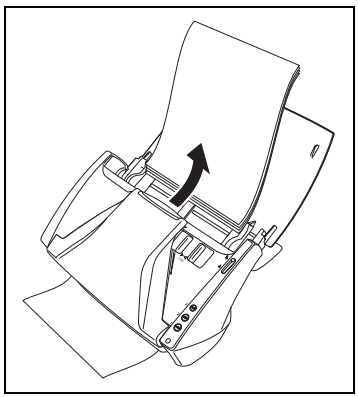
Clearing a Paper Jam

When paper jams occur during scanning, use the following procedure to clear them.

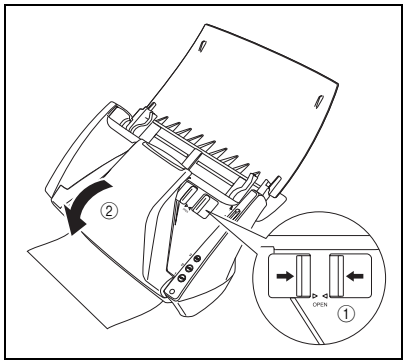
⚠ CAUTION

When removing jammed paper, take care not to cut your hands on the edges of the paper.

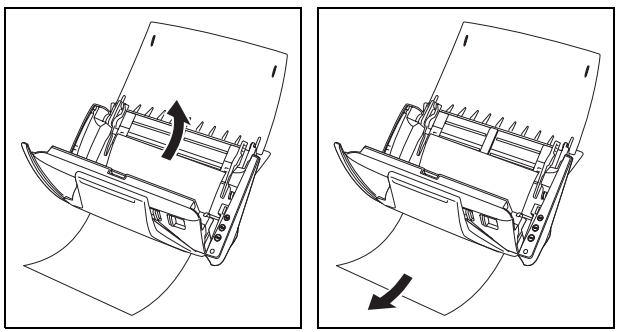
1 **Remove any documents that have been left in the eject tray.**



2 **Press the OPEN knob from both sides (①), and pull the front unit out and downward to open it (②).**



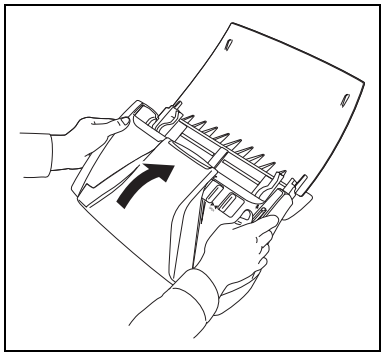
3 **Remove the jammed document from the document feeding side or document ejecting side.**



IMPORTANT

Make sure to pull the document out carefully, without applying too much force. If the jammed paper tears while you are pulling it out, make sure to remove any remaining pieces from inside the scanner.

4 **Close the front unit by gently pushing it up on both sides until clicks into place. Make sure that the front unit is completely closed by pushing until you hear a click.**



After removing the jammed paper, check to see if the last page was scanned correctly, and then continue scanning.

Hint

If a paper jam occurs when [Rapid recovery system] is enabled in the scanner driver settings, the image data of the document is not saved and scanning stops. This allows you to continue scanning from the document that caused the paper jam after the paper jam is fixed.

Replacing Consumables

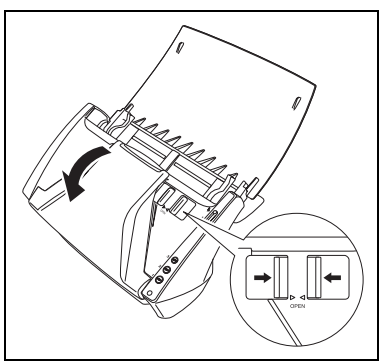
The scanner's Feed Roller and the Retard Roller are both consumables. They are subject to gradual wear during scanning. As the rollers wear, documents will eventually no longer feed properly, and paper jams will result.
When the Roller Count (the total number of document sheets fed through the rollers) reaches 100,000, a message appears upon computer startup requesting roller replacement.

Attention!
To maintain maximum performance, current rollers should be replaced now. Please follow the "Replacing the Rollers" in the Instructions.
After you complete the replacement, please make sure to reset the counter. Please also refer to the Instructions to reset the counter.
Do not show this message again.
OK

When this message appears, obtain a replacement roller kit and replace the consumables with those supplied in the kit (the two roller assemblies and the document pressure guide).
When replacing the rollers, reset the Roller Count in the scanner.

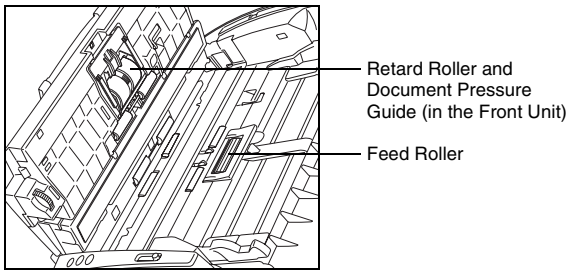
Opening and Closing the Front Unit

1 **To open the front unit, squeeze the OPEN levers together and lift it up and forward.**

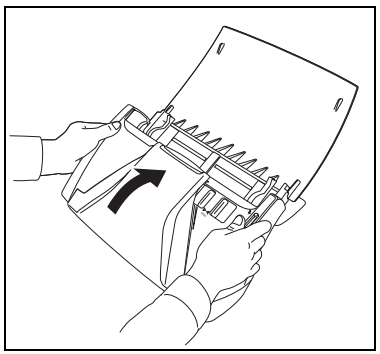


Hint

Replaceable consumables are located as shown below.

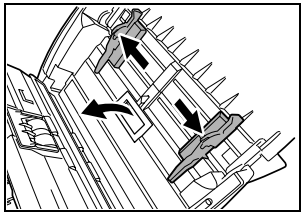


2 **Close the front unit by pressing both sides gently downwards until the latches click.**

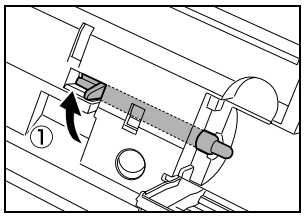


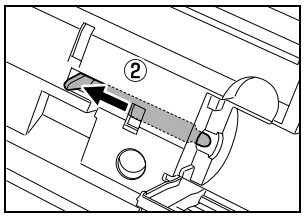
Replacing the Feed Roller

1 **Spread the document guides all the way to the left and right, and open the roller cover.**

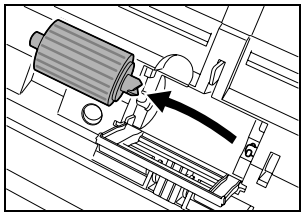


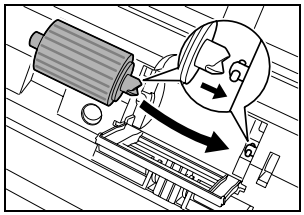
2 **Lift the roller fixing lever, and slide it to the left.**



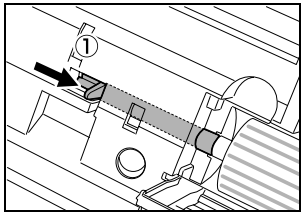


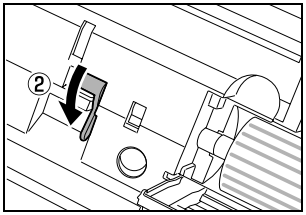
3 **Remove the feed roller and install a new one. At this time, ensure that the notched end mates with the shaft in the scanner.**



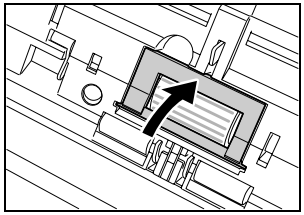


4 **Slide the roller fixing lever to the right so that it fits into the hole at the left side of the roller, and press the lever down to secure the feed roller shaft.**



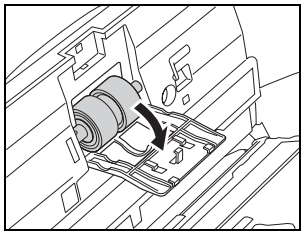


5 **Close the roller cover firmly until the latch clicks.**

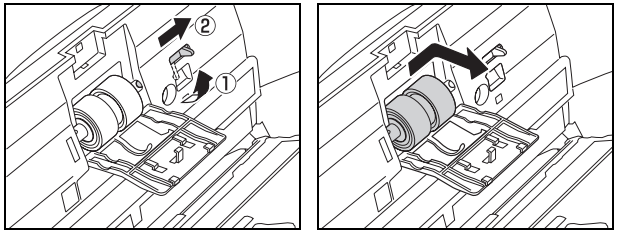


Replacing the Retard Roller and Document Holding Guide

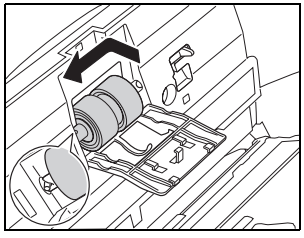
1 **Open the roller cover.**



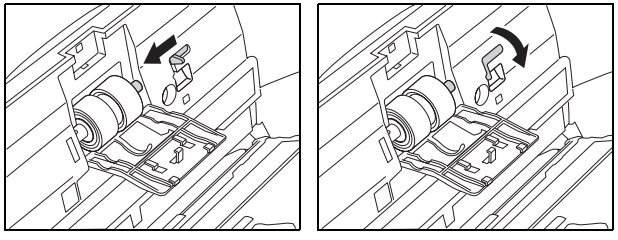
2 **Lift the roller fixing lever, and slide it to the right.**



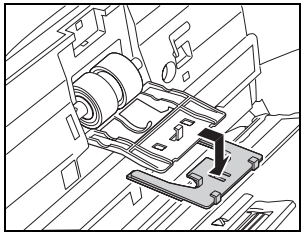
3 **Slide the retard roller to the right to disconnect the shaft, and insert the new roller. At this time, ensure that the notched end of the roller shaft mates with the shaft in the Front Unit.**



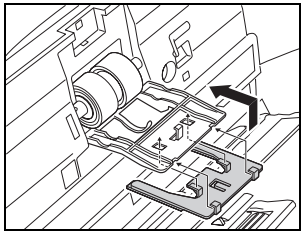
4 **Slide the roller fixing lever to the left so that it fits into the hole at the left side of the retard roller, and press the lever down to secure the roller shaft.**



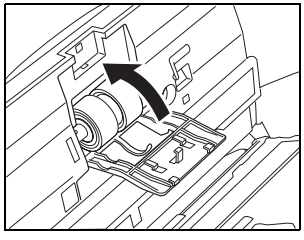
5 **Pull the document holding guide down and forward.**



6 **Clip the four mounting hooks on the new document holding guide up through the roller cover, and slide the guide toward the back.**



7 **Close the roller cover firmly until the latch clicks.**



Resetting the Counter

1 **Start Image Capture.**
To start Image Capture, click the hard disk icon (e.g. [Macintosh HD]), the [Applications] folder, and then the [Image Capture] icon.

2 **Click [Browse Devices] in the [Devices] menu.**

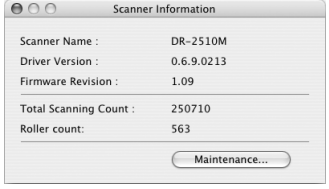
3 **Select the scanner you want to use, and select the [Use TWAIN software] check box.**

4 **Click [OK].**

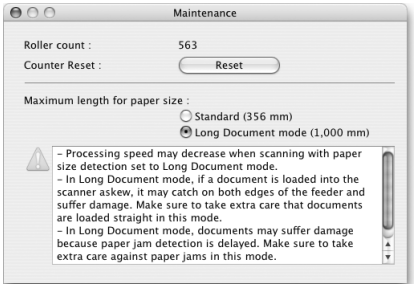
5 **Click [DR-2510M TWAIN] in the [Devices] menu.**

6 **Click [Scan].**
The settings screen for the scanner driver appears.

7 **Click the (information) button.**
The [Scanner Information] dialog box appears.



8 **Click [Maintenance].**
The [Maintenance] dialog box appears.


Maintenance
Roller count :
563
Counter Reset :
Reset
Maximum length for paper size :
Standard (356 mm)
Long Document mode (1,000 mm)
– Processing speed may decrease when scanning with paper size detection set to Long Document mode.
– In Long Document mode, if a document is loaded into the scanner askew, it may catch on both edges of the feeder and suffer damage. Make sure to take extra care that documents are loaded straight in this mode.
– In Long Document mode, documents may suffer damage because paper jam detection is delayed. Make sure to take extra care against paper jams in this mode.

9 **Click [Reset].**

10 **Click to close the dialog box.**

Specifications

Main Unit

Type: Desktop sheetfed scanner

Scanning Document Size

Plain Paper

Size: Width: 1.97" to 8.5" (50 mm to 216 mm)
Length: 2.12" to 14.02" (53.9 mm to 356 mm)*

Paper weight (Page separation mode):
14 to 32 lb bond (52 to 128 g/m^2)
0.0024" to 0.0059" (0.06 mm to 0.15 mm)

Paper weight (Bypass mode):
11 to 42 lb bond (40 to 157 g/m^2)
0.002" to 0.0079" (0.05 mm to 0.20 mm)

* You can scan documents up to 39.2" (1000 mm) long by setting the scanner to the Long Document mode.

Business Card

Size: 1.97" x 2.12" (50 mm x 53.9 mm) or larger

Paper weight:
140 lb bond (300g/m^2) 0.0138" (0.35 mm) or less

Card

Size: 2.12" x 3.37" (53.9 mm x 85.5 mm) (ISO standard)

Card thickness:
0.03" (0.76 mm) or less

Orientation: Horizontal feeding only
Embossed cards can be scanned.

Document Feeding Method: Automatic

Scanning Sensor: Contact image sensor

Light Source: LED

Scanning Side: Simplex/Duplex

Scanning Modes: Black and White, Error Diffusion, 256-level Grayscale, Advanced Text Enhancement II, 24-bit Color

Scanning Resolution (Primary Scan Lines x Secondary Scan Lines): 100 x 100dpi/150 x 150dpi/200 x 200dpi/240 x 240dpi/300 x 300dpi/400 x 400dpi/600 x 600dpi

Scanning Speed
(Conditions: Core 2 Duo 2.4 GHz CPU, 1 GB memory, LTR/A4 document size)

Black and White			
	Simplex	200 x 200 dpi	25 pages/min.(DR-2510M), 20 pages/min.(DR-2010M)
		300 x 300 dpi	25 pages/min.(DR-2510M), 20 pages/min.(DR-2010M)
	Duplex	200 x 200 dpi	50 images/min.(DR-2510M), 40 images/min.(DR-2010M)
		300 x 300 dpi	50 images/min.(DR-2510M), 40 images/min.(DR-2010M)
Grayscale			
	Simplex	200 x 200 dpi	25 pages/min.(DR-2510M), 20 pages/min.(DR-2010M)
		300 x 300 dpi	25 pages/min.(DR-2510M), 20 pages/min.(DR-2010M)
	Duplex	200 x 200 dpi	50 images/min.(DR-2510M), 40 images/min.(DR-2010M)
		300 x 300 dpi	50 images/min.(DR-2510M), 40 images/min.(DR-2010M)
24-bit Color			
	Simplex	100 x 100 dpi	25 pages/min.(DR-2510M), 20 pages/min.(DR-2010M)
		200 x 200 dpi	25 pages/min.(DR-2510M), 20 pages/min.(DR-2010M)
	Duplex	100 x 100 dpi	50 images/min.(DR-2510M), 40 images/min.(DR-2010M)
		200 x 200 dpi	50 images/min.(DR-2510M), 40 images/min.(DR-2010M)

Interface: Hi-Speed USB 2.0

Other Functions: Auto document thickness adjustment, folio scanning

External Dimensions
11.7" x 6.3" x 6.3" (W x D x H)
298mm x 160mm x 160mm (W x D x H)

Maximum External Dimensions (with Document Feed Tray and Eject Tray Open)
11.7" x 19.5" x 9.8" (W x D x H)
298mm x 490mm x 245mm (W x D x H)

Weight (without AC adapter): Approximately 5.3 lb (2.4 kg).

Power Supply (using AC adapter)
DC 16 V, 1.0 A
Power Consumption
Scanning: Maximum 16 W
In the Sleep mode: Maximum 1.8 W (AC 220-240 V: 1.9 W)
With power switch OFF: Maximum 0.5 W
Noise Not more than 66 dB
Operating Environment
Temperature: 10°C to 32.5°C (50°F to 90.5°F)
Humidity: 20% to 80% RH

AC Adapter (100 to 240 V type)

Model Number MG1-4315

Input AC 100 to 240 V, 50/60 Hz, 65 VA to 82 VA
Output DC 16 V, 1.8 A
Weight Approximately 0.3 kg (including power cord)

Replacement Parts

Exchange roller kit (product code: 2445B001)

This kit includes replacement feed and retard roller assemblies, and a replacement document pressure guide.

- For details on replacing the parts, see “Replacing Consumables” on p. 26.
- Contact your local authorized Canon dealer or service representative for detailed information about the replacement parts.

Product specifications are subject to change without notice.

FCC REGULATIONS (For 120 V model)

Document Scanner, Model M11074/M11073
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1)
This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment OFF and ON, the user is encouraged to try to correct the interference by one or more of the following measures:
– Reorient or relocate the receiving antenna.
– Increase the separation between the equipment and receiver.
– Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
– Consult the dealer or an experienced radio/TV technician for help.
Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.
Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.
Canon U.S.A. Inc.
One Canon Plaza, Lake Success NY 11042, U.S.A.
Tel. No. (516)328-5000

RADIO INTERFERENCE REGULATIONS (For 120 V models)

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry Canada.

RÈGLEMENT SUR LE BROUILLAGE RADIOÉLECTRIQUE (For 120 V models)

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", NMB-003 édictée par l’Industrie Canada.

MODEL NAMES

Model DR-2010M is identical to model M11074.
Model DR-2010M is the sales name of model M11074.
Model DR-2510M is identical to model M11073.
Model DR-2510M is the sales name of model M11073.

Canon

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1 HARBOUR FRONT AVENUE #04-01, KEPPEL BAY TOWER, SINGAPORE 098632

CANON HONGKONG COMPANY LTD.
19TH FLOOR, THE METROPOLIS TOWER, 10 METROPOLIS DRIVE, HUNGHOM, KOWLOON, HONG KONG.

CANON KOREA BUSINESS SOLUTIONS INC.
168-12 SAMSEONG-DONG, GANGNAM-GU, SEOUL, KOREA

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